ICCTA
Illinois Community College Trustees Association

QUICK SURVEY RESULTS
Digital Archives
December 17, 2024

A total of 16 colleges/districts responded to ICCTA's Quick Survey on DIGITAL ARCHIVES.

1. **IS YOUR SCHOOL DIGITIZING ARCHIVAL PHOTOS AND DOCUMENTS AND MAKING THESE DIGITAL ARCHIVES ACCESSIBLE TO THE PUBLIC?**
    Yes -- 9
    - DuPage
    - Harper
    - Kankakee
    - Kaskaskia
    - Kishwaukee
    - Lake Land: Processes are in place and we are beginning to digitize, but content is not yet publicly accessible.
    - Oakton
    - Parkland
    - Sauk Valley

    No – 6
    - Anonymous: We do use Image Now for digitization of internal documents that must be preserved. Information that is subject to FOIA requests will be released if FOIA request is initialized.
    - Heartland
    - Highland
    - Illinois Valley: We have small numbers of items out there but nothing systemic. Really excited to hear these results.
    - John Wood
    - Richland

    Other -- 1
    - Waubonsee: College photos and documents are being/have been digitized, but they're not made accessible to the general public (only provided as needed or when requested).

2. **IF SO, WHAT HARDWARE ARE YOU USING FOR SCANNING THE ARCHIVAL MATERIALS?**
    - DuPage: Epson Expression 12000XL scanner
    - Harper: Epson Perfection V850
    - Kankakee: Xerox copy machine scanner
    - Kishwaukee: We use a scanning system called ScanEZ from the Today's Business Solutions company.
    - Lake Land: Viisan Document Camera, Windows PC
    - Oakton: Flatbed scanner
    - Parkland: HP Color Laser Jet Pro MFP M479fdw
    - Sauk Valley: We used a third party vendor to scan documents. We have not scanned images, yet.
    - Waubonsee: Epson Expression 10000XL flat bed scanner for photos prints, slides, photo negatives, oversized or bound items. Canon image FORMULA Dr-M140 for loose paper documents.

3. **WHAT SOFTWARE ARE YOU USING TO MAKE THE ARCHIVED MATERIAL ACCESSIBLE?**
    - DuPage: ArchiveSpace and Preservica
    - Harper: Preservica, DuraCloud, ContentDM via CARLI, Institutional Repository via Website, and the Internet Archives
    - Kankakee: CONTENTdm
    - Kishwaukee: We have some of our most prized documents and photos available through the CARLI website.
    - Lake Land: Viisan Office Cam for editing, CONTENTdm for record management and hosting
    - Oakton: Google Drive, SpringShare LibGuides
    - Parkland: Adobe Photoshop
    - Sauk Valley: Kofax PDF

4. ARE YOU USING A LOCAL OR A CLOUD STORAGE SOLUTION FOR DIGITIZED ARCHIVES?

<u>Local storage -- 3</u>
- Kankakee: Local, but we don't have that many items in it yet.
- Kishwaukee: Most of our digital archives are stored locally.
- Waubonsee: Local storage

<u>Cloud storage -- 2</u>
- DuPage: Cloud storage
- Oakton: Cloud

<u>Both local and cloud storage -- 4</u>
- Harper: Local and Cloud (Amazon S3 and Glacier) Storage
- Lake Land: Items are uploaded to the CARLI Digital Collection, but copies are stored locally.
- Parkland: Both
- Sauk Valley: Both local and cloud

5. IF YOU ARE USING A SUBSCRIPTION STORAGE OR RETRIEVAL SERVICE, WHICH DO YOU USE? ARE YOU SATISFIED WITH IT?

- DuPage: We use Preservica for our digital assets, and are satisfied with it.
- Harper: Preservica currently; no, not satisfied with platform or pricing. Moving to DuraCloud with PUI via ArchivesSpace.
- Kishwaukee: We do not currently use a subscription service.
- Lake Land: CONTENTdm via CARLI
- Parkland: We are currently using SharePoint, but are keeping options open for a digital asset manager.
- Sauk Valley: We are not using a service

6. PLEASE SHARE ANY ADDITIONAL COMMENTS REGARDING YOUR INSTITUTION'S DIGITAL ARCHIVES.

- DuPage: We are in the early stages of implementing our digital archive. At present, it is not publicly searchable.
- Kankakee: We digitized our first items earlier this year, and work on the project is currently limited to summers when staffing is available. The software we're using, CONTENTdm, is provided to us at no additional cost through our membership in CARLI (Consortium of Academic and Research Libraries in Illinois). It is not particularly user-friendly, but it is cost effective.
- Parkland: Our digitization process is done as needed, and we will be switching to an Epson Expressions 13000XL archival scanner soon. We have outsourced a larger newspaper digitization project in the past. We also occasionally use Digital Commons to store digitized items if they are part of an exhibit or collection.
- Sauk Valley: We are doing some work but our project is inefficient. We would love to hear best practices, especially from small schools with limited staff and time to dedicate to the archival project.
- Waubonsee: We currently have approximately 365 GB of digitized material in the archive with the vast majority of it being photos.

For more information, please contact:

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